


Part 1, Register with eDEP in 4 Steps to get a username and password.

If you already have a username and password, please [Click Here](#) to go directly to Part 2.

Instructions:

Step 1 of 4, Account Information. Use the instructions below to complete the required fields (indicated by *).

- **Username:** Type in a username of your choice that is at least 5 characters long but has NO spaces.
- **Password:** Type in a password of your choice that is at least 8 characters long and contains both numbers & letters.
- **Confirm Password:** Retype the password you chose.
- **Secret Question:** Select a question that you can use for retrieving a lost password.
- **Answer to Secret Question:** Type an answer to the question you selected.
- **Public Alias:** Type a nickname of your choice that is DIFFERENT from your username.
- **First Name; Last Name:** Type your first name; type your last name.
- **Address Line 1; City; State; Zip:** Complete these fields with your business address.
- **E-Mail:** Type your email address.
- **Main Phone:** Type a number where DEP can reach you.
- **Terms and Conditions:** Read the Terms and Conditions by clicking on the link.
- **I Agree; I Do Not Agree:** Check the box that indicates whether or not you agree with eDEP's Terms and Conditions. If you indicate that you do not agree, you will not be able to file through eDEP Online Filing.
- **Click ** Submit sends your information to eDEP where it is checked.

If there are any problems with your registration, you will be directed back to the registration page. Error messages in red will appear telling you what to correct.

You will need to both correct the errors AND re-enter your password and confirm password information, then Click Submit again.

When your information is correct, you will be sent to Step 2, User Type.



eDEP Registration

Step 1 of 4: Account Information

Please provide your account information below. The required fields are marked with an asterisk. Your username must be at least 5 characters long, and your password must be at least 8 characters long with one character that is numeric. The public alias is used for sharing your eDEP submittals with other eDEP users, and it must be different from your username. The secret question is in case you forget or lose your eDEP password. And, finally, your email is for DEP use only; it will not be shared with or distributed to others. All of this information, except for the username, can be updated via the My Profile section of our site.

*Username	<input type="text"/>
*Password	<input type="password"/> (min. 8 with letters & numbers)
*Confirm Password	<input type="password"/>
*Secret Question	<input type="text" value="What is your pet's name?"/>
* Answer to Secret Question	<input type="text"/>
*Public Alias	<input type="text"/> (nickname for sharing in eDEP)
*First Name	<input type="text"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text"/>
Salutation	<input type="text" value="----"/>
Suffix	<input type="text" value="----"/>
*Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text" value="MA"/>
Country	<input type="text" value="United States"/>
* Zip Code	<input type="text"/>
* eMail	<input type="text"/> (e.g., jsmith@domain.com)
* Main Phone	<input type="text"/> Ext <input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Company Name	<input type="text"/>
Title	<input type="text"/>
<input type="radio"/> I agree	
<input checked="" type="radio"/> I do not agree	
Terms and Conditions	

Instructions:

Step 2 of 4, User Type.

Confirm that Individual is the User Type selected.



Individual

Then scroll to the bottom of the page and

Click



Next



eDEP Registration

Step 2 of 4: User Type

Please select your user type, which determines both the online forms available to you and the proof of identity that you may need to submit to DEP for approval of your full range of eDEP privileges. Most eDEP registrants will want to choose either "Individual" or "Administrator" as their user type. The main difference is that an Administrator can enable other eDEP users (typically employees or consultants) to initiate and complete eDEP submittals on behalf of the Administrator's organization. If this capability does not sound useful to you, you should probably register as an Individual. You can always change your user type at a later time via the My Profile section of eDEP.

☒ Individual

This user type is for those who need to file online but do not need to enable other eDEP users to make submittals on their behalf. Homeowners, small-business persons, consultants, and even most employees of large businesses should usually register as Individuals. With this user type, eDEP users can [share](#) their eDEP submittals with other eDEP users for viewing, editing, and/or signature. They cannot, however, enable other eDEP users to act as fully empowered agents for their businesses or organizations. For that capability, an eDEP user must register as an Administrator.

☐ Administrator

This user type is for those who not only need to file online but also need to enable other eDEP users (such as employees or consultants) to act as fully empowered agents for their organizations -- i.e., to initiate and complete eDEP submittals on behalf of their organizations. The Administrator for an organization can view all the submittals that the agents for the organization might make. For example, the head of a business who wants to see the eDEP submittals of all of the company's employees might want to register as an Administrator. As another example, a user who wants to authorize an environmental consultant to file eDEP reports on behalf of the user's own organization might want to be an eDEP Administrator. Finally, an official in the main office of a city or town who wants to view all of the eDEP submittals made by municipal employees of the city or town might also want to register as an Administrator.

☐ Municipal Employee

This user type is for those who need to file online for their municipal office or agency but do not need to enable other eDEP users to act as agents for the city or town. With this user type, a municipal eDEP user's submittals will be associated with the city or town and will thereby be available for viewing by municipal officials who register as Administrators. Just like eDEP users with the Individual user type, Municipal Employee users will be able to share their submittals with other eDEP users for viewing, editing, and/or signature -- whatever may be appropriate for a given submittal -- even though they are not Administrators.

☐ DEP Staff

This user type is for DEP employees who need to use eDEP in their official DEP capacities.



Next

Instructions:

Step 3 of 4, Role.

Select your role by clicking next to one of the following descriptions that best applies to you as an ERP filer:



I own/operate a photo-processing, dry-cleaning or printing business and have reported to DEP in prior years.



I am a new owner/operator of a photo-processing, dry-cleaning or printing business or am an owner/operator of an existing business which has not had to report to DEP in the past.



I own/operate a photo-processing, dry-cleaning or printing business and would like to fill out a Non-Applicability Statement.

Then scroll to the bottom of the page and

Click 



eDEP Registration

Step 3 of 4: Role

Please indicate below the role that best describes the way you expect to use eDEP. If more than one role seems to apply, we recommend that you select the one that corresponds to the role in which you would most frequently make online filings via eDEP. If none of the options seems to apply, please select the last item in the list, which is for general usage of eDEP. The purpose of this step is to help us identify the best set of instructions to provide to you in the next (and final) step in the registration process. If you have questions, please call the eDEP help desk at (617) 556.1100.

- ☐ I am a dentist, filing notice of my mercury amalgam separator equipment.
- ☐ I am a Licensed Site Professional (LSP).
- ☐ I am an asbestos contractor, a demolition contractor, or a general contractor who is filing asbestos notification(s).
- ☐ I am a hazardous-waste transporter.
- ☐ I own/operate a photo-processing, dry-cleaning or printing business and have reported to DEP in prior years.
- ☐ I am a new owner/operator of a photo-processing, dry-cleaning or printing business, or am an owner/operator of an existing business which has not had to report to DEP in the past.
- ☐ I own/operate a photo-processing, dry-cleaning or printing business and would like to fill out a Non-Applicability Statement.
- ☐ I am employed by a facility that submits a TURA (Toxics Use Reduction Act) Reporting Package. (If you, or someone at your facility is also a certified Toxics Use Reduction Planner at the facility, please select this as well).
- ☐ I am a certified Toxics Use Reduction Planner.
- ☐ I am a groundwater discharge permittee (i.e., a permit holder).
- ☐ I file groundwater discharge monitoring reports for a Groundwater Discharge Permittee.
- ☐ I do not match any of the roles listed above.

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Instructions:

Step 4 of 4, Instruction for Proof of Identity.

Past Filers and Filers of Non-Applicability: Read the instructions in Step 4. [example in Screen Shot 1].

First time filers: Read the instructions in Step 4 on getting a Customer Code. Print and follow the instructions in Step 4 [example in Screen Shot 2]

Then scroll to the bottom of the page and

Click 

You are now registered with eDEP and should proceed to Page 5 of these Instructions to begin **Part 2, Complete the Certification Form in 3 Steps.**

Screen Shot 1: Step 4 for Past Filers and Filers of Non-Applicability

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eDEP Registration

Step 4 of 4 : Instruction for Proof of Identity

Thank you for registering with eDEP. You may now begin to use the system.

Please note that eDEP controls access to and actions within forms based on the proof of identity that you have submitted to DEP. Some eDEP forms require no proof of identity; you may fill them out and submit them without sending DEP any kind of proof that you are who you say you are. Other forms require that you submit proof of your identity to DEP. The proof is typically a hardcopy letter with some combination of your name, your company, your professional certifications, etc.

If the form that you wish to submit does require proof of identity, eDEP will prompt you with a message, usually on the signature page of the form. In these cases, the proof that you must supply will depend on the eDEP form that you wish to fill out and submit. The eDEP message that you receive will allow you to read precisely what the requirements are.

Please note that in the My Profile section of our site, you may change your eDEP User Type, as well as view information about your eDEP proof of identity, at any time. Please contact the eDEP help line at dep.help@state.ma.us if you have questions. You may also call the eDEP help line at (617) 556-1100.

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 **Print**

 **Next**

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Screen Shot 2: Step 4 for First-Time Filers

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eDEP Registration

Step 4 of 4 : Instruction for Proof of Identity

ERP Facility Authorized Signature Form and Request for Customer Code

To file ERP forms on-line, DEP needs to create a Customer Code for this particular facility and have your signature on file. Please: (1) print this page, (2) fill in the requested information, (3) sign it, and (4) mail it to the following address:

MADEP - ERP

1 Winter Street

Boston, MA 02108

Attn: Michael Hurley, (8th Floor)

You will receive your Customer Code via the e-mail address you provide. You will then be able to log into eDEP and access ERP forms by entering that Code.

Part 2, Complete the ERP Certification in 3 Steps.

Before You Start the certification process, you **MUST** have

1. A PC with Internet access - please note that you will not be able to certify on Mac OS;
2. A login username and password (obtained in Part 1)
3. Either Microsoft Internet Explorer Version 5.0 and higher or Netscape Navigator Version 7.0 and higher
4. Free Adobe Acrobat Reader Version 5.0 and higher, EXCEPT Version 6.0. To obtain the free viewer, please see <http://www.adobe.com/products/acrobat/alternate.html>

Best Practices for completing the form.

1. Click the Save button at the top of each page of the form often to save your work.
2. Click the Validate button at the top of the form **ONLY** when you have fully completed the form.

Instructions:

My Homepage.

This screen is for your current and in process form submittals. As a first time user, you will have no submittals.

To begin a new certification form, go to the right side link and

Click [start new](#)

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My Homepage **User Name: ERPFILER Alias: EXAMPLE**

[start new](#) | [filter](#)

You do not currently have any submittals.

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Instructions:

Online Forms.

Click on the TOP drop down menu and SCROLL DOWN the alphabetical listing to select the form you want to complete.

With the form selected,

Click 

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OnLine Forms

Select the form you wish to submit

ANF-001 and AQ 06 Project Date Revision Notification



For the following forms, DEP has not received and/or processed the proof(s) of identity that are required before you can fill out the form. To see the required proof(s) of identity for a form, select the form from the list below, then click on the 'More Info' button.

EMORS - HWT Certification Statement



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Instructions:

Pre Form.

Type in your DEP Customer Code. You can find this code listed as Facility ID # on the mailing label. For questions on your DEP Customer Code, contact Mike Hurley (617-292-5633).

Type in your Tax Identification Number (TIN) (This is also your federal employer identification number).

Click 

Note: the remaining examples follow a dry-cleaner through the certification process. The same screens and instructions also apply to printers and photo-processors.

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Pre Form : ERP DC Compliance Certification Form 2004

DEP Customer Code:

Tin:



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Instructions:

Pre Form – eDEP returns facility information based on the DEP customer code and TIN provided.

CHECK the box to confirm that the DEP Customer Code and TIN returned the correct facility. **If the information is correct, the box must have a check mark in it before you proceed.**

Facility Information

☒ This information is correct.
DUMMY FACILITY 1 OF 5 DC
SOME ST
MANCHESTER MA, 019440000

Once the box is CHECKED,

Click 

If the facility information is not correct, contact Mike Hurley (617-292-5633), ERP Data Manager, before continuing.

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Pre Form : ERP DC Compliance Certification Form 2004

DEP Customer Code:

Tin:



Facility Information

☐ This information is correct.
DUMMY FACILITY 1 OF 5 DC
SOME ST
MANCHESTER MA, 019440000



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Instructions:

Current Submittal, Step 1 of 3 ERP Compliance Certification Form.

Click 

Please wait a moment while the browser loads the form.

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Current Submittal Transaction ID - 11876

You have not completed Step 1. There may be related sub-forms to complete.

You must select "Validate" before continuing to the next step!

Step 1 [ERP DC Compliance Certification Form 2004](#)

Step 2 Acceptance (Signature)

Step 3 Submit



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Instructions:

Certification Form. The form is divided into Sections A-C. Basic commands appear at the top of each page of the form. They are:

Save to backup your work
Remember to Save often.

Save and Exit stores your work and exits the form.

Validate checks all your work.
Only Validate once you have completely filled out the form.

Print will send the form to your printer.

Clear erases information you've entered on the form.

Cancel exits the form without saving your changes.

To Complete the form move through the questions and type your responses in the fields provided.

Once the form is complete,

- click **Go to Top** or scroll up
- click **Save**
- click **Validate**

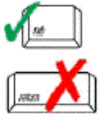
eDEP will then validate your form.

Validation Errors will display if there are errors on the form that you need to correct. **See page 9.**

Step 2 for Acceptance (Signature) will display if your form validates with no errors to correct. **See page 10.**



Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Massachusetts Department of Environmental Protection Environmental Results Program 2004 Compliance Certification For Dry Cleaners

385331
Facility ID Number

Save **Save and Exit** **Validate** **Print** **Clear** **Cancel**

A. Facility Information

DUMMY FACILITY 1 OF 5 DC		385331
Facility Name		Facility SIC Code
SOME ST		Facility ID Number
Facility Street Address		
MANCHESTER		MA
City		State
		000123456
Phone Number		Zip Code
Fax Number		01944-0000
Contact Person Name		Federal Employer Identification Number - FEIN
		Title
		Telephone Number
		Contact Email Address

☐ Please check box if this is a **New Facility** since last year's filing deadline of September 15.

☐ Please check box if this is a **Pre-Existing Facility** under **New Ownership**.

B. Compliance Information

Answer all questions, unless you are directed to skip a question. Do **not** answer questions that you are directed to skip.

1. Do you discharge industrial wastewater to the sewer? (Refer to Standards C-4, C-7, & C-8 in the WORKBOOK)
☐ yes
☐ no - skip to question 5
2. Do you discharge to the MWRA? (Refer to Standard C-8 in the WORKBOOK)
☐ yes - skip to question 6
☐ no
3. Do you have a locally issued sewer discharge permit that was not issued by the MWRA? (Refer to Standards C-7, C-8 in the WORKBOOK)
3a. Provide permit expiration date:
MM/DD/YYYY
☐ yes
☐ no - skip to question 4
3b. Are you in compliance with your locally issued sewer discharge permit?
☐ yes
☐ no - you must meet the requirements of your local permit and submit a *Return to Compliance Plan*
☐ yes
☐ no - submit a *Return to Compliance Plan*
4. Do you discharge industrial wastewater to the sewer in compliance with the standards included in the workbook? (Refer to Standards C-9 through C-13 in the WORKBOOK)
☐ yes
☐ no - submit a *Return to Compliance Plan*

Go To Top

Instructions:

Validation Errors:

If validation returns errors in your form, go to the bottom of the Validation Errors page and

Click [Click to correct Error](#)

The form will open again (see screen shot 2, page 9) and the fields that have errors will be highlighted in red.

Scroll through the form to find the errors highlighted in red and fix them.

Once the errors are fixed,

- click [Go to Top](#) or scroll up
- click [Save](#)
- click [Validate](#)

Once the form validates with no errors, you move on to Step 2, Acceptance (Signature).

Screen Shot 1

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Validation Errors

Question	Message Type	Message Description
QUESTION 12A	ERROR	1010 - Please provide a valid response.
QUESTION 18	ERROR	1155 - The hazardous waste generator ID must be exactly 12 characters starting with two alphabetic characters.

[Click to correct Error](#)

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Screen Shot 2

- 11b. Do all of your dry-to-dry machines have the emission controls specified in the workbook?

☐ yes
☐ no - submit a *Return to Compliance Plan*
12. Did you conduct weekly leak detection checks of your dry cleaning system throughout the certification period in compliance with the standards included in the workbook? (*Refer to Standards B-5 through B-9 in the WORKBOOK*)

☒ yes
☐ no - submit a *Return to Compliance Plan*
- 12a. If you find leaks, are repairs conducted in compliance with the standards included in the workbook?

☒ yes
☒ no - submit a *Return to Compliance Plan*

[Go To Top](#)

Instructions:

Current Submittal, Step 2 of 3
Acceptance (Signature).
[Screen Shot 1]

Click 

Next Step then displays your
signature page.

See Screen Shot 2

Signature.
[Screen Shot 2]

Read and then check the box beside

☒ Signature

Next type your name in the field.

NAME

If you are satisfied with the
certification,

Click 

I Accept will take you to Step 3 of
3, Submit.

Screen Shot 1

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Current Submittal Transaction ID - 11876

You have successfully completed Step 1.
Your work was saved (but not validated)!

Step 1 ✓ [ERP DC Compliance Certification Form
2004](#)

Step 2 [Acceptance \(Signature\)](#)

Step 3 Submit



I would like to :

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[contact eDEP](#)

Screen Shot 2

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Signature

Please check the form(s) you wish to accept.

ERP DC Compliance Certification Form 2004 - 1 Form(s)

☐ SIGNATURE

I attest under the pains and penalties of perjury: (i) that I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement; (ii) that, based on my inquiry of those individuals responsible for obtaining the information, the information contained in this submittal is to the best of my knowledge, true, accurate, and complete; (iii) that systems to maintain compliance are in place at the facility and will be maintained for the coming year even if processes or operating procedures are changed over the course of the year; and (iv) that I am fully authorized to make this attestation on behalf of this facility. I am aware that there are significant penalties including, but not limited to, possible fines and imprisonment for willfully submitting false, inaccurate, or incomplete information.

By entering my name I acknowledge that I have read and agree with the certification statement.

NAME Date





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[contact eDEP](#)

Instructions:

Current Submittal, Step 3 of 3 Submit
[Screen Shot 1]

Click 

Submit will send your certification to eDEP and then display your summary and receipt. See Screen Shot 2 below.

Submittal Summary & Receipt
[Screen Shot 2]

Review your receipt.

Confirm that your email address is correct.

Then scroll to the bottom of this page and

Click 

Print Receipt will open a new browser window with a printer friendly version of your receipt. From this window print directly from your browser using the Print command.

Return to the **Submittal Summary & Receipt** window

Click 

Congratulations! You have successfully filed your ERP Certification through eDEP Online Filing. Thank you.

Screen Shot 1

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Current Submittal Transaction ID - 11876

You have successfully completed Step 2.

Step 1 ✓ [ERP DC Compliance Certification Form 2004](#)

Step 2 ✓ [Acceptance \(Signature\)](#)

Step 3 [Submit](#)



I would like to :

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Screen Shot 2

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Submittal Summary & Receipt

Your submission is complete. Thank you for using DEP's online reporting system. You can select "My Homepage" to review your status.

DEP Transaction ID: 11876

Date and Time Submitted: 7/15/2004 6:28:08 PM

Form Name: ERP DC Compliance Certification Form 2004

Facility ID: 385331

Facility Name: DUMMY FACILITY 1 OF 5 DC

Address: SOME ST, MANCHESTER, MA, 019440000

☒ Send me an email confirmation at:





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